Minutes of the December 15, 2016 Regular Board Meeting

Minutes of the December 15, 2016 Dodge Soil and Water Conservation District’s Regular Board of Supervisor’s meeting, conference room, USDA Service Center, Dodge Center, Minnesota.

The meeting was called to order by Chair, Larry Scheger at 7:17 PM.

**Members Present:** Larry Scheger, Chair
Bill Thompson, Vice-Chair
David Livingston, Secretary
Glenn Hahn, Treasurer
Don Heser, PR&I

**Members Absent:** None

**Others Present:** Adam King, District Manager, Dodge SWCD

**Approval of Meeting Agenda** – Additions to the agenda include: Resolution 04-2016 to adopt the Dodge County Comprehensive Water Management Plan, and the approval of the 2017 Dodge County Water Plan Duties Contract, both under New Business. A motion was made to approve the amendments.

   Motion: Bill Thompson
   Seconded: Glenn Hahn
   The motion carried unanimously.

A motion was made to approve the December 15, 2016 meeting agenda as amended.

   Motion: Don Heser
   Seconded: Bill Thompson
   The motion carried unanimously.

**Approval of the November 17, 2016 Board Meeting Minutes** – Corrections to the minutes of the November 17, 2016 board meeting include changing “as” to “has” on page 4 under District Cost-Share Contract 2016-09 (French). A motion was made to approve the November 17, 2016 Dodge Soil and Water Conservation District’s regular Board of Supervisors meeting minutes as amended.

   Motion: David Livingston
   Seconded: Don Heser
   The motion carried unanimously.

**Partner Agency Reports**

**County Commissioner’s Report**
Rodney Peterson, Dodge County District 3 Commissioner, was unable to attend the meeting.
Natural Resource Conservation Service

Brian DeVetter, District Conservationist, Natural Resource Conservation Service was unable to attend the meeting.

There were no other partner agency reports.

Treasurer’s Report

Approval of the Treasurer’s Financial Statements and Payment of New Bills – Glenn Hahn, Treasurer, reported and presented the November 2016 Revenues, Expenditures, Balance Sheet, Grant Expenditures, and the Aging Summary. Hahn emphasized that we have unearned income totaling $295,995.19, and there is only a $107,903.38 fund balance remaining. A motion was made to approve the November Treasurer’s Report, and to approve payment of the bills on the Aging Summary, for a payables total of $701.32.

Motion: David Livingston
Seconded: Don Heser
The motion carried unanimously.

Unfinished Business

One Watershed One Plan – Cedar River Watershed Memorandum of Agreement

Adam King, District Manager, presented the Memorandum of Agreement for the One Watershed One Plan – Cedar River Watershed. The board discussed the Memorandum of Agreement and the supervisor to be appointed. The board decided the appointment will be made at the first meeting of 2017. A motion was made to approve the Memorandum of Agreement for the One Watershed One Plan – Cedar River Watershed.

Motion: Bill Thompson
Seconded: David Livingston
The motion carried unanimously.

2017 Budget

Adam King, District Manager, presented the 2017 budget. Budget items were discussed. A motion was made to approve the 2017 Dodge Soil and Water Conservation District Budget as presented.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

New Vehicle Discussion

Adam King, District Manager, spoke with Alan Pettay at Adansson Motors in Rochester about, but he has not heard from his contact on the state contract. King said he will start looking at used cars locally. Supervisor Heser stated he has contacts at Kuehn Motors in Rochester and will get the information to King.

New Business
Resolution 04-2016 – Adopt the Dodge County Comprehensive Water Management Plan
Adam King, District Manager, informed the board that the Board of Water and Soil Resources has approved the Dodge County Comprehensive Water Management Plan 5-Year Update, and it is now ready for adoption. A motion was made to approve and sign the resolution 04-2016 to adopt the Dodge County Comprehensive Water Management Plan Update.
Motion: David Livingston
Seconded: Glenn Hahn
Approve: Thompson; Heser; Scherger; Livingston; Hahn
Disapprove: none

Dodge County Water Plan Duties Contract
Adam King, District Manager, presented the Dodge County Water Plan Duties Contract for 2017. King informed the board that it is very similar to the contract signed last year, with one difference being the hourly rate, changing from $41/hour in 2016, to $35/hour in 2017. King explained that with a new employee having a lower hourly rate, and that employee doing the majority of the work, a lower hourly rate is reasonable. A motion was made to approve the Dodge County Water Plan Duties Contract.
Motion: Bill Thompson
Seconded: Don Heser
The motion carried unanimously.

Area VII Cover Crop Contract D-LCCMR 16-01 (Pyfferoen) Payment
At the July 21, 2016 meeting, the Area VII Cover Crop Cost-Share Contract D-LCCMR 16-01 for Tom Pyfferoen was approved. Pyfferoen has now planted 47.64 acres of cover crops and is requesting payment totaling $2,340.08 for 2016. The Dodge SWCD is to be reimbursed by the Area VII Technical JPB. A motion was made that the Dodge Soil and Water Conservation District approves the payment of Area VII Cover Crop Cost-Share Contract D-LCCMR16-01 funds of $2,340.08 for Tom Pyfferoen, for establishing cover crops on 47.64 acres.
Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

Area VII Cover Crop Contract D-LCCMR 16-02 (Pyfferoen) Payment
At the July 21, 2016 meeting, the Area VII Cover Crop Cost-Share Contract D-LCCMR 16-02 for Tom Pyfferoen was approved. Pyfferoen has now planted 53.89 acres of cover crops and is requesting payment totaling $2,647.08 for 2016. The Dodge SWCD is to be reimbursed by the Area VII Technical JPB. A motion was made that the Dodge Soil and Water Conservation District approves the payment of Area VII Cover Crop Cost-Share Contract D-LCCMR16-02 funds of $2,648.08 for Tom Pyfferoen, for establishing cover crops on 53.89 acres.
Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

Area VII Cover Crop Contract D-LCCMR 16-01 (Pyfferoen) Payment
At the July 21, 2016 meeting, the Area VII Cover Crop Cost-Share Contract D-LCCMR 16-03 for Tom Pyfferoen was approved. Pyfferoen has now planted 49.26 acres of cover crops and is requesting payment totaling $2,419.65 for 2016. The Dodge SWCD is to be reimbursed by the Area VII Technical JPB. A motion was made that the Dodge Soil and Water Conservation District
approves the payment of Area VII Cover Crop Cost-Share Contract D-LCCMR16-03 funds of $2,419.65 for Tom Pyfferoen, for establishing cover crops on 49.26 acres.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

**District Cost-Share Contract 2016-02 (Smith)**

At the March 17, 2016 meeting, the District Cost-Share Contract 2016-02 (Smith) for the installation of two water and sediment control basins was approved for 65% of the amount spent, up to $9,425.00. Bill Smith has installed the two water and sediment control basins, and submitted his receipts. The total eligible costs came to $12,895.16 and Smith is now requesting 65% of the eligible costs: $8,358.45. A motion was made to approve payment of $8,358.45 to Bill Smith for District Cost-Share Contract 2016-02 for the installation of two water and sediment control basins.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

**District Cost-Share Contract 2016-07 (Smith)**

At the August 18, 2016 meeting, the District Cost-Share Contract 2016-07 (Smith) for the installation of a water and sediment control basins was approved for 65% of the amount spent up to $3,430.00. Bill Smith has installed the water and sediment control basin and submitted his receipts. The total eligible costs came to $3,031.36 and Smith is now requesting 65% of the eligible costs, $1,970.38. A motion was made to approve payment of $1,970.38 to Bill Smith for District Cost-Share Contract 2016-07 for the installation of a water and sediment control basin.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

**Personnel Committee Recommendations**

The board discussed the Personnel Committee recommendations of a step increase (step 6 to step 5) and cost-of-living increase for Adam King, District Manager, a step increase (step 5 to step 4) and a cost-of-living increase for Blaine Delzer, District Technician, and a cost-of-living increase for Tom Johnston, District Technician. King informed the board that Social Security cost-of-living is increasing 0.3%, and that Dodge County cost-of-living is increasing 2.25%. A motion was made to approve the Personnel Committee recommendations of step and cost-of-living increases, with the cost-of-living increase to be set at 2.25%.

Motion: Glenn Hahn
Seconded: David Livingston
The motion carried unanimously.

The Personnel Committee also recommends posting for a Conservation Technician at the B23 salary range, to close at 4:00 on January 20, 2017. A motion was made to approve the job posting for a Conservation Technician at the B23 salary range to close on January 20, 2017.

Motion: David Livingston
Seconded: Don Heser
The motion carried unanimously.
Other New Business

There was no other new business.

Correspondence

Adam King, District Manager, presented a written report from the Natural Resource Conservation Service covering what Brian DeVetter, District Conservationist, Natural Resource Conservation Service, had covered in the last meeting. DeVetter is asking for board signatures on the report. King presented the Zumbro Watershed Partnership Newsletter, and information from the IRS that the Mileage Rate is going down $0.005 / mile, from $0.54 to $0.535 / mile. A motion was made to set the Dodge SWCD Mileage Rate to $0.535 / mile for 2017.

Motion: Glen Hahn
Seconded: David Livingston
The motion carried unanimously

King discussed with the board the decision to purchase a new no-till drill, and sell the current drill. The board decided to not purchase a new no-till drill at this time.

Supervisor Reports

Minnesota Association of Soil and Water Conservation Districts Annual Convention — Bill Thompson, District 2 Supervisor, reported attending the MASWCD Annual Convention on December 5-6, 2016 where Kurt Beckstrom was elected the new MASWCD President, and Ed McNamara from Goodhue SWCD ran for Vice President from the floor, but Roland Cleveland won. The SWCD Capacity funding was highlighted, with the majority of the funding going towards hiring staff, and purchasing equipment. Thompson attended a session on the One Watershed One Plan – Yellow Medicine Watershed, and reviewed their lessons learned. Thompson discussed the resolutions, and that the resolution brought forward by him didn’t pass.

Zumbro Watershed Partnership (ZWP) — Bill Thompson, District 1 Supervisor, reported attending the ZWP meeting on December 8, 2016, and that the Watershed Restoration And Protection Strategies are nearing completion, with their final meetings to be held on January 28, 2017. Sarah Middleton has passed her 6 month review, and the ZWP is waiting to hear if Dodge and Olmsted Counties will be putting funding towards the ZWP next year.

Dodge County Feedlot Committee — Glenn Hahn, District 5 Supervisor, reported that there was no Dodge County Feedlot Committee meeting last month, and that there is an opportunity for a supervisor to be appointed.

One Watershed One Plan – Root River Watershed — Glenn Hahn, District 5 Supervisor, reported that the One Watershed One Plan – Root River Watershed has been approved by the Board of Water and Soil Resources (BWSR). The plan is to be locally adopted at the next Policy Committee meeting on December 19, 2016 in Chatfield.

Resource Conservation and Development (RC&D) — Don Heser, District 2 Supervisor, reported attending the RC&D meeting where there hadn’t been much progress on the local food projects. Letters were sent out to those receiving a One Watershed One Plan grant, and have had meetings with Board of Water and Soil Resources staff on possibly collaborating. They are planning a tour on the goat grazing project, and are looking at goats grazing on public land.
Discussions were held on the expanded service area, and yearly dues are to stay at $300 / year. There has been discussion on having one executive director for the Area VII SWCD Technical Joint Powers Board, the Southeast Water Resource Board, and the RC&D, and talked of energy districts that would be similar to Soil and Water Conservation Districts.

The Board formally thanked Don Heser for his service as the District 2 Supervisor on the Dodge Soil and Water Conservation District Board.

Next Meeting
The next meeting of the Dodge Soil and Water Conservation District Board of Supervisors will be Thursday, January 19, 2016 at 7:15 p.m. in the conference room of the USDA Service Center building, 916 2nd St. SE, Dodge Center, Minnesota.

Adjournment
Hearing no further business, Larry Scherger, Chair, called for a motion for adjournment at 11:47 P.M.

Motion: Dave Livingston
Seconded: Don Heser
The motion carried unanimously.